F. No.: GGSIPU/CCGPC/2023/__495__   Dated: 4th March 2023

Sub. Placement opportunity for BBA/B.Com/B.Tech/BCA/BA-Economics students of the batch passing out in year 2023 in "Federal Bank" - Campus Recruitment Process 2022-23 for the Post of Associate in Non-Officer (Clerical) Cadre for Branch Banking role

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for BBA/B.Com/B.Tech/BCA/BA-Economics students of the batch passing out in year 2023 in "Federal Bank" - Campus Recruitment Process 2022-23 for the Post of Associate in Non-Officer (Clerical) Cadre for Branch Banking role" for your reference and circulation to students to apply on given link by **9th March 2023, 2:30 PM (Mandatory to complete both steps)**

Registration link:
Step 1 - Link for Online Registration: ***https://fedregister.zappyhire.com/start/1640/cl***

Step 2 – Confirmation on below google form: https://forms.gle/Qa5E3vkSmw272QTA9

Federal Bank, one of the premier private sector Banks in the country which offers best HR practices and excellent career prospects is on the lookout for young, talented and dynamic individuals to team up as Associate in Non-Officer (Clerical) Cadre for Branch Banking role to lead & direct its ambitious growth plans. They are looking for dynamic candidates with excellent communication and interpersonal skills to be hand-picked.

Eligibility: Campus recruitment process for students who are pursuing the Final year / Semester of Graduation in **BBA/B.Com/ B.Tech/BCA/BA-Economics** during the current academic year (2022-23).

Interested students are required to apply online <mark>before 02.30 PM, 09.03.2023</mark>, after carefully going through the instructions.

1. **Position –** Associate in Non-Officer (Clerical) Cadre for Branch Banking role.

2. **Cost to Company –** The Cost to Company per annum would be a minimum of ₹ **5.63** Lakhs and maximum of ₹ **5.76** Lakhs depending upon the place of posting and other factors. The Take Home Pay will be around ₹ **38,000** per month (exclusive of statutory deductions including income tax, profession tax, NPS etc).

3. **Location –** Candidates selected for the post of Associate in Non-Officer (Clerical) Cadre for Branch Banking role shall be posted in any of the Branches/Offices and are liable to be transferred to any Branch/ Office of the Bank depending upon the administrative requirements.

4. **Period on Probation –** Candidates selected as Associate in Non-Officer (Clerical) Cadre for Branch Banking role will be on a probation period of six months

5. **Service Level Agreement –** The selected candidates will be required to execute a Service Level Agreement upon joining the Bank undertaking to serve the Bank for minimum 2 years or to pay the Bank a sum of ₹ 30,000/- as cost of training in case the candidate leaves the Bank before completion of the service period (subject to Banks approval and norms followed).

6. **Mode of Selection** – The Campus Recruitment Process comprises of various stages, which includes Online Assessment, Group Discussion and Personal Interview or any other mode of selection which will be decided by the Bank. The Initial Round of Online Assessment and Group Discussion will be conducted virtually. Candidates shortlisted after the Initial Round will have to appear in person for the further rounds comprising of Personal Interview.

   Online Assessment, Group Discussion and Personal Interview are the elimination stages. Candidates found competent to be positioned in the profile offered by the Bank, will be issued Provisional Offer Letters for empanelment in **Associate in Non-Officer (Clerical) Cadre for Branch Banking role**, subsequent to conclusion of the selection process.

   Marks / Ratings secured by the candidates during the Selection process will be confidential and the same will not be disclosed to the candidates / college authorities.

7. **Remote Proctored Online Assessment –**
   (i) The Online Assessment comprises of two sections viz. an Aptitude Test consisting of 60 questions spread across 5 sections with 45 minutes as total time allotted and a Psychometric Assessment for a maximum duration of 15 minutes. There will be negative marks at the rate of 0.25 for each wrong answer for the Aptitude Test. The Online Assessment is proctored by the officials of Federal Bank and M/s MeritTrac Ltd. In case of any violations of the instructions or unfair practices, the candidate will be disqualified from the selection process without any notice. Candidate not attending the Psychometric Assessment will be considered as disqualified without further notice or communication.

   (ii) Candidates can take the online assessment at a location of his/her choice while ensuring the integrity of the examination. Candidates should confirm their identity using valid ID proof to begin the Online Assessment. The online assessment should be attempted using a laptop.
   Taking assessment using any other device (mobile phone, tablet etc.) is not permitted. Candidates attempting Online Assessments from Mobile Phone or Tablet will be disqualified without any further communication.

   (iii) Candidate may be required to show 360° view of the exam area using the webcam to check the suitability of the exam area/environment. A clear desk/table has to be ensured for appearing for the examination. No reference materials, books, notes, periodicals, mathematical tables, slides rules, stencils, post-its, chits, mobile phones, headsets (wired/ wireless), any other electronic gadgets are allowed to be kept on the table or the desk.

   (iv) The Online Assessment is proctored remotely with multiple checks including Image Monitoring, Video/Audio Monitoring and Browser Monitoring looking for behavior that could indicate unfair practices. In case of any violations of the instructions, the candidate will be automatically logged out of the test. Also note that, If the system marks a candidate as suspicious during the Online Assessment, such candidates will be eliminated in the selection process without any notice.

   (v) Please ensure that the candidates strictly adhere to the instructions communicated prior to the commencement of the Online Assessment.

8. **Schedule for the Process** –

   A. Schedule for Pre-Placement Talk, Online Assessment, Group Discussion and Initial Document Submission

Activity	Date	Time	Platform / Mode	Instructions
Pre-Placement Talk	**14.03.2023**	10.30 AM	MS Teams	MS Teams Link will be shared to all the eligible candidates at least two days prior to the scheduled date of the selection process.
Online Assessments		11.30 AM	Virtual	Candidates can attend the Online Assessment using a laptop at their locations.
Announcement of Results	**15.03.2023**	10.30 AM	Fed-Recruit App	Results of Online Assessments will be informed through Fed-Recruit App.
Group Discussion		**To be Informed Later**	MS Teams	Group Discussion will be conducted Virtually. The MS Teams Link to attend the Group Discussion would be shared to the registered Email ID of the candidate.
Initial Document Submission		**To be Informed Later**	Fed-Recruit App	Detailed instruction regarding the documents to be uploaded in the Fed-Recruit Mobile App is available in the attached 'Campus Program Handout'

B. Schedule for Personal Interview –

Activity	Details	Date	Venue
Personal Interview	Details of the schedule will be shared with the college authorities.	**To be informed later**	**To be informed later**

Details of the final round will be intimated to the College Authorities / shortlisted candidates in due course.

Please assign a placement volunteer for Federal Bank Recruitment process to support and ensure smooth coordination of the selection process. The team would liaise with the volunteer to facilitate the selection process.

The bank has authorized M/s MeritTrac & M/s ZappyHire, external management consultants for facilitating the conduct of the process. Officials from M/s MeritTrac will furnish the instructions for conducting the Online Assessment to all the registered candidates.

The following documents are attached herewith for your reference.
1. Campus Program Handout for the Campus Recruitment Process 2022-23 comprising of Eligibility Criteria, Job Description and General Instructions to candidates
2. Format of College Certificate to be uploaded by the Candidate in Fed-Recruit Application.
3. Format of College Declaration to be forwarded by the placement team in reply mail.

Note:

1. College Certificate shall be uploaded by the candidates who are shortlisted from the Group Discussion to the Fed-Recruit Mobile Application

2. College Declaration shall be forwarded to us before the Online Assessment. Also, a copy of the same shall be issued to the candidates, shortlisted from Group Discussion for uploading the same to Fed-Recruit Mobile Application along with College Certificate.

Eligible candidates shall be advised to enter a valid e-mail ID and mobile number, as all the necessary correspondence will be routed to the e-mail ID entered by them at the time of registration. Candidates should upload their Photo and Signature at the time of online registration and candidates who fail to upload the same properly within the timeline stipulated by the Bank will not be permitted to attend the Online Assessment.

Link for Online Registration: *https://fedregister.zappyhire.com/start/1640/cl*

Admit cards for the selection process will be sent to all the eligible candidates before 3 PM, previous day of the selection process. However, if any of the eligible candidates did not receive the admit card, college authorities shall take up the matter separately with us immediately after the cut off time. Please note that all the queries / communications of the candidates may be routed only through the placement coordinator / authorized faculty member of the respective institutions.

Kindly note that the whole selection process is carried out through 'Fed-Recruit' Mobile Application and all candidates should have a smart phone with high-speed internet for participating in the selection process. The link for downloading the application will be forwarded to all the eligible candidates after successful registration. All candidates are requested to download the mobile application and upload all the necessary documents / certificates in proof of their eligibility in the 'Fed-Recruit' Mobile Application at least one day before the Online Assessment. Detailed instructions including minimum specifications regarding the mobile handset to be used is provided in the registration page under 'Instructions to the candidates. The online selection process requires high speed internet connectivity to complete it without any glitches.

Candidates who fail to appear in any of the selection round or get disconnected during any of the selection round owing to technical or other reasons whatsoever, will not be permitted to revisit the same or request for a rescheduled timing for that particular round or selection process as a whole will not be considered. College authorities and candidates are advised to read all the technical and other instructions from our side for a smooth selection process.

LAST DATE FOR REGISTRATION IS 9th March 2023, 2:30 PM.

(Ms. Nisha Singh)
Training and Placement Officer,
CCGPC**, GGSIPU**

FEDERAL BANK
YOUR PERFECT BANKING PARTNER

DREAM BIG

SET GOALS

GET GOING

START YOUR CAREER JOURNEY!

CAMPUS PROGRAM
2022-23

JOB DESCRIPTION

Associate in Non-Officer (Clerical) Cadre
for Branch Banking Role

1. POSITION

Associate in Non-Officer (Clerical) Cadre for Branch Banking Role.

2. LOCATION

Candidates selected for the post of Associate in Non-Officer (Clerical) Cadre for Branch Banking Role selected shall be posted in any of the Branches/Offices of the Bank and is liable to be transferred to any Branch/Office depending upon the administrative requirements.

3. COST TO COMPANY

The Cost to Company per annum would be a minimum of ₹5.63 Lakhs and maximum of ₹5.76 Lakhs depending upon the place of posting and other factors. The Take Home Pay will be around ₹38,000 (excluding statutory deductions like income tax, profession tax, NPS etc).

4. PERIOD ON PROBATION

Associate in Non-Officer (Clerical) Cadre for Branch Banking Role would be on probation for six months.

5. SERVICE LEVEL AGREEMENT

The selected candidates will be required to execute a Service Level Agreement upon joining the Bank undertaking to serve the Bank for minimum 2 years or to pay the Bank a sum of ₹ 30,000/- as cost of training in case the candidate leaves before completion of the service period (subject to Bank's approval and norms followed).

6. ROLES AND RESPONSIBILITIES

- Front end customer facing role to meet the expected standards of external and internal customer service rendered by the Branch, by ensuring process standardization, timely service, inculcation of customer-centric culture and strong operational controls in accordance with the quality standards of the Bank.

- Customer Acquisition, Augmentation of Para Banking Income and assisting the team in achieving all the business targets of the Bank.

- Ensuring customer delight by personally attending the customers who visit the Branch and assisting them with the banking operations and functions.

- Providing financial solutions to customers to find an appropriate banking product as per their need/ requirement. To meet & exceed their expectations by offering assistance through cross- selling of banking and third-party products.

- Handling retail operations of the Branch, e.g. sales and processing of liability and asset products, cash operations management (Receipts & Payments of Cash), front office management, issuance of demand draft, ATM cards, cheque books etc.

- Working towards achieving Business targets of the Branch as well as the assigned individual targets by continuously enhancing and upgrading the relationship with customers, meeting prospective customers & adding to the existing client base.

- Assisting in digital transformation by promoting various digital products offered by the Bank among the customers.

- Liaison with senior officials / peers at the Branch and ensure that the day to day operations of the Branch are well executed diligently.

- Adhering and complying with various audit & quality norms / standards of the Bank.

- Develop a learning culture for self and others by consistently updating with various policies of the Bank and trends emerging in the global financial market.

- Any other work allotted from time to time as per the administrative requirements of the Bank.

ELIGIBILITY CRITERIA

Associate in Non-Officer (Clerical) Cadre
for Branch Banking Role

- Final year and final / penultimate semester students of Graduate courses in the stipulated disciplines from the Universities incorporated by an Act of the Central or State legislature in India or other educational Institutions established by an Act of Parliament or declared to be deemed as a University under Section 3 of UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India or approved by AICTE.

- Candidates should have a minimum aggregate of 60% or above throughout in Class X, Class XII and Graduation.

- Candidates should be completing Graduation in the academic year 2022-23 and their academic period of study should be 2020-23 for the three year course or 2019-23 in case of the four year course.

- As on date of recruitment process conducted by the Bank, candidate should have cleared all the exams of previous years/semesters of the qualifying course/examination with aggregate of 60% and all the exams of subsequent semester (s) should be cleared along with the results of the final year/semester examination. The final year/semester examination should be cleared in the first chance itself.

- Candidates shall not exceed 24 years of age as on 01.06.2022 (Candidates should be born on or after 01.06.1998).

NOTE

- Candidate shall be a citizen of India.

- Minimum aggregate percentage prescribed is not allowed to be rounded off (For example: a candidate who secured only 59.99% or grade point equivalence will not be permitted to appear for the Campus Recruitment Process as the minimum stipulated aggregate is 60%).

- The aggregate percentage obtained by the candidate would be ascertained based on the practice followed by the Board / University / Institution. In case the candidates are being awarded with grades/CGPA/any other metrics system, then aggregate percentage would be based on the equivalence certified by the Board / University/Institution.

- Candidates should ensure that they are eligible to participate in the selection process as per the eligibility criteria stipulated by the Bank. If at any stage it is found that the candidate has furnished false/ incorrect information and/or found indulged in misconduct/ unfair means and/or found ineligible for the post applied for, his/her candidature is liable to be cancelled, without notice & compensation.

- Bank reserves the right to raise the minimum eligibility criteria/ other norms etc to restrict the number of candidates to be included in the selection process.

- Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced at the time of Online Assessment, Group Discussion, Document Verification, Personal Interview etc. and any other matter relating to selection process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this regard.
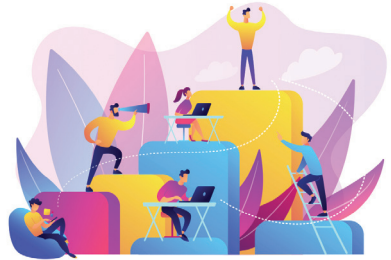
GENERAL INSTRUCTIONS

CAMPUS PROGRAM 2022-2023

● FedRecruit Mobile Application

The selection process is facilitated through 'Fed-Recruit' Mobile Application and all candidates should have a smart phone for participating in the selection process. All candidates should compulsorily carry a smart phone with high speed broadband for participating in the selection process. Minimum specifications regarding the Mobile Handset to be used is given below.

iOS:	Android:
OS Version: 11.0 and above	OS Version: 5.0 (Lollipop) and above up
iPhone Devices: iPhone 5s to 12 Pro Max	to Android 11
iPad Devices: iPad mini 2 to iPad Pro 12.9"	Processor: Dual core
(the app will run in iPads, but UI will be just	RAM: 2 GB and above
like in iPhones)	Internal Storage: 500 MB free space
iPod touch device: iPod Touch 6th Gen	Screen: 5" HD resolution
	Secondary Camera: 2.0+ MP with video
	recording with VGA resolution and above

Candidates are requested to download the mobile application" Fed Recruit" and upload all the necessary documents/ certificates as per the list below.

- **Documents/ Certificates to be uploaded to 'Fed Recruit' App:**
  - 10th Marklist
  - 12th Marklist
  - Graduation Marklist (Semester /Year wise marklists)
  - Proof of Date of Birth (Birth Certificate/ PAN card/ Passport/ Driving License)
  - Proof of Address (Passport/Drving License/ Voter ID/Aadhar card)
  - CGPA / Grade Point into Percentage Conversion Certificate (Candidates can also submit the relevant and latest circulars or notifications of the Board/University/Institution regarding conversion of Grade Point into equivalent Percentage)
  - College Certificate and College Declaration (Formats already shared with placement coordinator) shall be uploaded before Initial Document Submission stage.
  - Other relevant certificates, if any

NOTE

- If the mark list of any semester/year of the current course is not issued by the College or University, such candidates can upload the image of the result published in the Student Information Portal of the College / University Website. Original Mark list of the same must be uploaded to FedRecruit app immediately on receipt.

- Candidates should have the Original of the Photo Identity Card issued by the College Authorities or ID Proof (Aadhar Card, Passport, Driving License, Voters ID, Pan Card etc.) at the time of Online Assessment.

- College Certificate and College Declaration (Formats already shared with placement coordinator) shall be uploaded to FedRecruit Mobile Application before Initial Document Submission stage.

- The Originals of the mentioned Documents/ Certificates should be produced during Document Verification.

- All candidates shall substantiate the conversion of credit based (CGPA) or any other Grading Point system into equivalent aggregate percentage for their Graduation at the time of document verification.

- The aggregate percentage secured by the candidates will be assessed based on the prevailing practice followed by the Board/University/Institution. Candidates need to submit the aggregate percentage equivalence certificate in case the Board/University/Institution follows grading system.

Digital
at the fore
Human
at the core

FEDERAL BANK
YOUR PERFECT BANKING PARTNER

COLLEGE CERTIFICATE

This is to certify that

1.Mr./Ms……………………………………………………………………………………………………….. pursuing …………………………………… (Name of the course) bearing Roll No …………………………………… is a final year or final semester / penultimate semester student of this College. (Strike-off whichever is not applicable)

2. He / She has cleared all the papers up to the ……………………………… semester / year with an aggregate percentage of ……………………….... The University has published results up to ………………………… semester / year of the course till date.

3. The percentage conversion formula of his / her CGPA or Grade Point of the current pursuing course as per the University / Institute is ………………………………………………………………………………………………………..

Declaration

Particulars given in this Certificate are correct and true as per the regulations of the University / College (Strike-off whichever is not applicable). If at any stage it is found that the candidate is ineligible for the post applied or the data provided in this certificate is incorrect, insufficient or misleading, I understand that it will render his / her candidature / appointment invalid.

Place :

Date :   Name, Signature & Stamp of authorized signatory of the College

(**shall not be signed by junior placement officers or student coordinators**)

Declaration

I hereby declare that all the information provided by me for participating in Federal Bank Campus Recruitment Process 2022-23 is true and correct. I understand that, any incorrect, misleading or false information given in the personal / academic details, declaration forms, Certificate from College etc will render my candidature / employment invalid. Further, my candidature is liable for cancellation, if the system / authorized persons of Federal Bank find me indulging in any suspicious activities during the remote proctored assessments process or at any other selection stage.

Signature of the Candidate:

To,

    Senior Vice President (HR),
    The Federal Bank Ltd
    HR Talent Acquisition & Deployment
    Head Office, Aluva

Dear Sir,

Reg: Declaration from College - Campus Recruitment Process – 2022-23

This is to certify that the Students pursuing the …………………… course is participating in the Federal Bank Campus Recruitment Process 2022-23. The College/University has published results up to ………….. Semester / ………… Year of the …………………………. course till the date of recruitment.

PS: Please issue different certificates for different participating courses

For the above-mentioned course, the College/University follows ………………………………….(CGPA or Other Grade Point System / Mark based Percentage System).

    a.   If CGPA or Other Grade Point System is being followed

    The Grade Point to percentage conversion formula followed by the University / College to obtain equivalent percentage is mentioned below:

Conversion Formula =

    b.   If the Percentage system is being followed by the University / College.

     All the subjects mentioned in the mark lists are considered for calculating the final percentage.

Yes ☐	No ☐ Please specify the system being followed:

    c.   If (a) and (b) are not applicable, please specify system / formula followed by the University / College to obtain equivalent percentage below:

I hereby undertake that the participating candidates are eligible as per the criteria stipulated by the Bank. If at any stage it is found that a candidate is ineligible for the post applied or the data provided in this certificate is incorrect, insufficient or misleading, I understand that it will render his / her candidature / appointment invalid.

Yours faithfully,

Name, Signature & Stamp of authorized signatory of the college

(should not be signed by junior placement officers or student coordinators)